



HEADQUARTERS, UNITED STATES FORCES KOREA

UNIT #15237
APO AP 96205-5237

REPLY TO
ATTENTION OF

FKJ1

4 Jun 06

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Forces Korea (USFK) Command Policy Letter #2, Command Safety

1. This letter supersedes USFK Command Safety Policy #2, 21 May 2002. It remains in effect until specifically rescinded or superseded.

2. References:

- a. DoD Instruction 6055.1, *DoD Safety and Occupational Health Program*, 19 Aug 1998.
- b. DoD Instruction 6055.7, *Mishap Investigation, Reporting and Recordkeeping*, 3 Oct 2000.
- c. USFK Reg 385-1, *United States Forces Korea Safety Program*, 25 Jan 1999.
- d. FM 3-100.12/MCRP 5-12.1C/NTTP 5-03.5/AFTTP (I) 3-2.34, *Risk Management, Multiservice Tactics, Techniques, and Procedures*, 21 Feb 2001.

3. This policy applies to all Service members, Civilian Employees (including contractors), and Family Members assigned or attached to USFK or its components.

4. I am the USFK Safety Officer. Our achievable goal is no loss of life through needless accidents. This policy provides my guidance and articulates my expectations for commanders and leaders in the execution of safe operations, and in influencing the personal behavior of our Service members to create a safe environment on and off duty.

5. Accidents are impediments to training, mission readiness, and morale and can have serious negative impact on our relationship with our host nation. Every accident is preventable. While calculated and mitigated risk-taking may be necessary to accomplish our training and operational requirements, taking unnecessary risks with people's lives and military equipment is irresponsible. Leaders must apply sound composite risk management procedures in all operations to ensure that realistic training and routine daily missions are accomplished to standards without injuring personnel or destroying vital equipment.

a. I am totally committed to the safety and well-being of every Soldier, Sailor, Airman, Marine, Civilian Employee, and Family Member in this command. We all must share this major stewardship role as leaders. This commitment to the well-being of our personnel is wide ranging; it includes the combat readiness of our military personnel, their physical and mental well-being, training, and personal and family readiness. It is a 24 hour a day, 7 day a week requirement and responsibility –

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on and off duty. Our philosophy must be overarching but simple: supervise, educate, reduce risk, and seek out and eliminate conditions, practices, and habits that threaten the safety of our people.

b. Establishing a command climate that encourages and rewards safe behavior and performance by all personnel in the command will serve as an enabler to readiness, on and off duty. Risk assessment and risk mitigation must become a daily leader habit. Open and continuous communication between Service members and leaders will work to achieve that mission. Leaders at all levels must lead the way in changing behavior to reduce accidents. It is especially important that leaders penetrate through their echelons of command to empower, influence and hold accountable subordinate leaders, especially first line supervisors. First line supervisors are best positioned to impact on our highest risk group – young Service members in the grade of E-5 and below. As such, commanders will comply with the following:

(1) **Under the Oak Tree Counseling.** We must remain vigilant and decisively engaged to ensure that young Service members avoid risky behavior.

(a) For on-duty activities, we can only reduce risk by effective and impact-oriented leader supervision of Service members' activities. We must also make safety and composite risk management a topic of discussion and a point of evaluation in our counseling of our subordinates.

(b) For off-duty activities, we can best impact Service member behavior through "Under the Oak Tree" Counseling. With this counseling, first-line leaders gain a verbal contract with their subordinates before weekends, holidays, passes, leaves, and other identified periods of high risk. First-line supervisors will meet with subordinates to discuss and set conditions for their off-duty plans.

(c) This process ensures that leaders are aware of the Service member's plans and have made a mutual, verbal contract on the steps to be taken to manage identified risks. This is not a paper/recordkeeping program, but one that requires first-line leaders to be directly and personally involved in the subordinates' off duty risk assessment and risk mitigation. The "Under the Oak Tree" counseling is the best way for first-line supervisors to impact the behavior and personal decision-making of subordinates. This policy also applies to military members managed by civilians. Sponsors should consider adopting a similar risk identification and management program for their families. Enclosure 1 provides more information.

(2) **Safety Campaigns.** I will issue semiannual safety campaign directives that define and target specific risks and the program structure. Commanders and directors of USFK major subordinate commands and supporting activities will establish directives that implement the intent and specific requirements of these campaigns.

(3) **USFK Commanders' Safety Council.** The USFK Commanders' Safety Council is a forum for discussing safety problems and keeping commanders informed on the status of the command's accident rates, prevention programs, policies, and initiatives. Meetings are conducted

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twice a year and attendance is mandatory for USFK Commanders two levels down and their Senior Enlisted Advisors, along with USFK Staff Principals. These meetings are my personal “Under the Oak Tree” opportunity to communicate directly with commanders and emphasize issues that affect our risk posture. Enclosure 2 provides more information.

(4) **Bell Sends Messages.** Whenever significant events occur that affect our military community, and whenever major risks arise that threaten the safety of our personnel, I issue a Bell Sends safety alert. My intent in issuing these messages is to communicate important and useful information to all personnel quickly, top to bottom. Bell Sends messages will be posted on unit bulletin boards and distributed in every way possible to meet my intent of immediate top-to-bottom notification.

(5) **Fatal Accidents outbriefs.** Component commanders will brief me on all fatal on-duty accidents within 30 days after they occur or upon completion of the Safety Investigation Board (SIB) findings. Within 30 days after a fatal off-duty accident, the unit commander will give a verbal After Action Review (AAR) to the first general officer in his or her chain of command. A summary of the AAR results must be sent through the chain of command to me for my review. All relevant lessons learned must be shared through the USFK Command Safety Office.

(6) **Command Involvement.** As the USFK Safety Officer, I charge each commander and leader in the chain of command with the same responsibility. Together, we can accomplish our mission requirements and stewardship responsibilities – avoiding preventable losses and operating in a safe accident free environment – on and off duty.

6. The point of contact is the Command Safety Director, 723-3934, usfksafety@korea.army.mil.

2 Encls

1. Meeting Under the Oak Tree
2. USFK Commanders’ Safety Council Charter



B. B. BELL
General, US Army
Commander

DISTRIBUTION:

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MEETING UNDER THE OAK TREE

1. “Meeting Under the Oak Tree” is the most effective way to positively influence behavior during off-duty periods. This is a back-to-basics approach which demonstrates leader commitment to taking care of Service members. The “Meeting Under the Oak Tree” counseling requirement complements and must be used with individual risk assessments. This is not a paperwork requirement and no paper records are intended. The meeting between the first line supervisor and his / her subordinate is intended to be a leader-to-led meeting with face to face guidance given and a personal “behavior contract” agreed to. These meetings should take place between the first line supervisor and individually with each subordinate in the squad / crew / or team before any period of increased off-duty risk, including weekends, holidays, and passes / leaves. “Meeting Under the Oak Tree” ensures that the first line leader or supervisor makes a verbal behavior contract with the individual Service member. In this contract, the Service member agrees with the leader to take appropriate steps to mitigate risks identified with the specific activity he / she will participate in during the increased period of risk.

2. Leaders and Supervisors at all levels are responsible and accountable for the safe conduct of their subordinates, on and off duty. It is especially important for leaders and supervisors to penetrate through their chain of command and ensure that their first line supervisors / leaders are empowered and held responsible for positively impacting on the behavior of their individual Service members. During periods of off duty activity including weekends, holidays, passes and leaves, “Under the Oak Tree Counseling” is the most effective way for first line leaders to positively impact on their young Service members and thus save lives.

USFK Commanders' Safety Council Charter

1. **Purpose.** To enhance readiness by heightening interest, gaining command engagement, sharing lessons learned and directing the use of the operational risk management process to detect and eliminate or control risk to mission, equipment, facilities, and personnel.
2. **Background.** I am initiating the USFK Commanders' Safety Council, which I will personally chair. My goal is to ensure command leadership involvement in directing an effective accident prevention program. I am committed to reducing accidents and saving lives, and I expect every leader from the first-line supervisor to the highest levels of command to be committed as well. The Council provides a focal point for the oversight, coordination, and direction of the United States Forces, Korea Accident Prevention Program.
3. **Discussion.** The Council is a forum for discussing safety problems and keeping commanders informed on the status of the command's accident rates, prevention programs, policies, and initiatives. The Council will meet semi-annually – one leading up to the summer and one leading up to the winter – or more frequently at the Commander's discretion.
4. **Membership.** USFK Commanders two levels down and their Senior Enlisted Advisors, USFK Coordinating and Special Staff Principals and leaders from USFK supporting activities (IMA-KORO, DLA, DESC, AMC-FSB-FE, USACE-FEDE) are designated as members of the USFK Commander's Safety Council. Attendance, either in person or by video teleconference, is mandatory for members unless otherwise authorized by me, or the USFK DCG and Chief of Staff.
6. **Duration of Committee.** This charter will continue until superseded.